Introduction

Network Health Exchange (NHE) was developed at the Chicago Westside Veterans Affairs Medical Center (VAMC) and has evolved over several iterations. The Network Health Exchange is a Decentralized Hospital Computer Program (DHCP) component that provides clinicians with quick and easy access to patients' information from any site where they have been treated. NHE provides the computer mechanism for VAMC clinicians to retrieve clinical patient data from other medical centers. The requester is notified of returned patient data through an alert that appears with the DHCP menu system. Patient data is displayed in a format similar to the integrated clinical reports found in Health Summary and can be viewed onscreen or printed.

The NHE package accesses several DHCP files which contain information concerning clinic visits, diagnoses, prescriptions, laboratory tests, radiology exams, and hospital admissions. It enables clinicians to request a total or brief medical or pharmacy record for a specified patient from a specified site or sites. This permits clinical staff to take advantage of the vast amount of clinical data supported through DHCP.

Network Health Exchange is based on the Health Summary package. However, NHE does not make calls to Health Summary so it is not necessary for a site to have Health Summary installed in order to use NHE nor is familiarity with Health Summary required in order to use NHE.

The Network Health Exchange is another tool, similar to Patient Data Exchange (PDX), comprising the DHCP Clinical Information Resource Network (CIRN). As compared to PDX, Network Health Exchange offers fewer retrieval options and requires less input by the user, resulting in simpler, faster access to patient data.

The Network Health Exchange represents the first phase of the Clinical Information Resource Network (CIRN) Project. The primary goal of the CIRN project is to assure full access to patients' information for primary care providers, regardless of location of care. NHE is being released as an interim bridge to a more fully integrated clinical patient data exchange system in the future .

Are You New to DHCP?

If you are just learning to use DHCP, or if you feel you need to review some basic concepts, refer to the Appendix, "How to Work with the System." This section is designed to help you get started and feel more comfortable with the DHCP computing environment.

In order to proficiently operate the package you must be familiar with the operations of the DHCP computer system in general . If you do not use the system on a regular basis, we recommend that you review the *User's Guide to Computing*. In addition, Appendix A provides you a brief overview of the DHCP computing environment to help you get started or serve as a reminder for experienced users.

Online help is provided at all menu option prompts. Managers can access technical documentation online as described in the *Technical Manual* of this package. For more information on the clinical reports available in the Health Summary DHCP component, read the *Health Summary User Manual*.

All manuals referenced are available in your facility's library, IRM Service, or Site Management office.

Orientation

How to Use this Manual

This manual is divided into a main body, an Appendix, a Glossary, and an Index.

The main body of the manual, Package Operation, is divided into three sections:

- User Menu
- Manager Menu
- Site Management Functions

Each of the three sections begins with an overview and then describes each menu option or function in detail. The Appendix can be extracted from the complete document for reproduction and distribution to users if desired.

This manual uses several methods to highlight different aspects of the material .

- The bulk of the manual is made up of descriptive text. It is presented in a proportional font (as this is).
- "Snapshots" of computer dialog (or other online displays) are shown in a non-proportional font and enclosed within a box . (See example below.)
- *Italics* are used to emphasize words or phrases throughout the documentation and to differentiate the author's comments in computer displays.
- **Boldface** is used in the following instances:
  - User responses to online prompts
  - Topic headings
  - For additional emphasis
- Variable names, acronyms, the formal name of options, field and file names (e.g., VAMC NETWORK HEALTH AUTHORIZED SITES) are represented in all UPPERCASE letters.

By convention, the Return or Enter key is illustrated by the symbol **<RET>** when displayed in computer dialog and is included in examples only when it may be unclear to the reader that such a keystroke must be entered . The following example indicates that you should type two question marks followed by pressing the Enter/Return key when prompted to select an option:

```
Select Primary Menu option:   ??
```

Sample Displays

Computer Dialog

```
DHCP Network Health Exchange Menu                    User: WELBY,MARTHA
========================================================================


      1 - Brief (12 months) Medical Record Information
      2 - Total Medical Record Information
      3 - Brief (12 months) Pharmacy Information
      4 - Total Pharmacy Information
      5 - Print (Completed Requests Only)
      6 - Print By Type of Information (Completed Requests)


NOTE: These routines were created using logic of the Health Summary
      package.  This package does not make calls to the Health Summary
      package so sites that do not have Health Summary installed can still
      use this package.  However, any subsequent updates or changes to the
      Health Summary package will not be reflected in this package unless
      it is updated.



                          Select 1-6:   1 <RET>
Would you like to look for any previous requests on file ? NO//    y <RET>
YES
```

Sample Dialog to retrieve all patient data available online for the past year.

The screen border and the non-proportional font indicate that this is a dialog with the computer on the computer screen. It is an example of system prompts and responses. In these examples the user's response to the computer prompt is shown in **boldface type.**

Reports

Returned patient information can either be printed on paper or viewed on the terminal screen. For illustration purposes, they are shown in this manual as if they were viewed onscreen.

Glossary

The Glossary contains useful terms and definitions. Basic terms and acronyms that are used throughout the DHCP system are included, as well as terms specific to the NHE package.

Appendix (How to Work with the System)

If you are just learning to use DHCP software, this chapter introduces you to a small but important part of DHCP: signing on, entering data, and getting out. You do not have to be a computer expert or know many technical terms to use DHCP software. This chapter will help you get started. If you are an experienced DHCP user, this chapter can serve as a reminder.

Index

An index has been provided for quick page references offering direct access to topics covered in this manual.

Standard Package Conventions

User interaction with all DHCP packages follows the conventions described in the *User's Guide to Computing*. This is a separate document available in your facility's library or from your Information Resources Management (IRM) Service or Site Management office.

Package Operation

This part of the manual describes the way in which you operate the Network Health Exchange package.

This chapter has four sections:

- **Overview**
- **User Menu**
- **Manager Menu**
- **Site Management Functions**

Overview

NHE is a simple package to use in order to retrieve and print patient data. You can request a total or brief medical or pharmacy record for a specified patient from a specified site quickly and easily. The return of a request is signalled by an alert. It is easy to add and edit sites with which data will be exchanged and to monitor the the messages containing incoming and outgoing requests.

Network Health Exchange menu options for users are described in the User Menu section which follows. In order to initiate the request for data from another VA facility, you simply enter the patient's name (last,first) or Social Security Number, select the data type (Clinical or only Pharmacy) and amount of patient data you would like returned (full history or last 12 months). Information can be either viewed on the screen or printed.

NHE Manager Menu, described in the Manager Menu section, provides options to add or edit sites in the local VAMC NETWORK HEALTH AUTHORIZED SITES file, to inquire to the tracking file about a previous message, or to access the Network Health Exchange menu options.

Site Management Functions include three servers and two functions for system managers to maintain the NHE package at their site. These utilities are described in the Site Management Functions section.

The first NHE screen you see is this one:

```
             VVVV              VVAA
              VVVV              VVAAAA
               VVVV              VVAAAAAA
                VVVV       VVAA  AAAA
                 VVVV     VVAA     AAAA
                  VVVV  VVAA        AAAA
                   VVVVVVAA          AAAA
                    VVVVAA    AAAAAAAAAA

                   NETWORK HEALTH EXCHANGE
                 Developed at Chicago Westside VA
                            V5.  1
             This report will come back to you as an ALERT.  To read or
             print the report, type 'VA' on any screen where you see the
             following:

                  Enter "VA VIEW ALERTS    to review alerts

             You may also use the print options #5 or #6 on the Network
             Health Exchange menu.


 Press the 'Return' key to continue
```

NETWORK HEALTH EXCHANGE First Screen

User Menu

The Network Health Exchange software comprises two menus, the first of which is described here and illustrated below:

DHCP Network Health Exchange Options Menu is shown below. It is the main user menu and can be accessed from the Network Health Exchange first screen. It permits the retrieval of patient information from another VAMC site and allows that information to be viewed onscreen or printed. It is intended to be used by health professionals who have direct patient care responsibilities and have need for clinical information. (If your site has added its own patients, you can make requests for data on patients at your own local facility.)

Network Health Exchange Options Menu

This screen shows the NHE Options Menu, (the User options).

```
NHE    Network Health Exchange Options

DHCP Network Health Exchange Menu                        User: WELBY,MARTHA
========================================================================

     1 - Brief (12 months) Medical Record Information
     2 - Total Medical Record Information
     3 - Brief (12 months) Pharmacy Information
     4 - Total Pharmacy Information
     5 - Print (Completed Requests Only)
     6 - Print By Type of Information (Completed Requests)



NOTE: This package does not make calls to the Health Summary package
      so sites that do not have Health Summary installed can still use
      this package. However, any subsequent updates or changes to the
      Health Summary package will not be reflected in this package unless
      it is updated.


                        Select 1-6:

```

NHE User's Menu

Each option is described in the next section, **User Menu Options**.

User Menu Options

The User menu has six options. These options request patient data to be viewed or printed. The first four options are for requesting information from another medical center. They differ only in the type and amount of information retrieved. The last two options are for printing patient information.

Some sites have added their own patients to the NHE NETWORK PATIENT file so that users can request data on patients at their own local site. You may want to ask if your site is set up this way.

The table below shows what each option will give you. For example, if you choose option 1, the report that comes back will give you all patient information that is available for the past twelve months for the individual you specified.

Option	This OPTION:	Gives you:
1	Brief (12 months) Medical Record Information	All information available online for the past 12 months for the individual you specified
2	Total Medical Record Information	All information available in the system with no time limit for the individual you specified
3	Brief (12 months) Pharmacy Information	Pharmacy information for the past 12 months for the individual you specified
4	Total Pharmacy Information	All Pharmacy information with no time limit for the individual you specified
5	Print (Completed Requests Only)	Print any previously completed requests in the system
6	Print By Type of Information (Completed Requests)	Print one or more sections of previously completed data

User Menu Options Table

ALERTS Notify You of Returned Information

After you choose Option 1, 2, 3, or 4 and request patient information, when you log back in to the system again and the information has been retrieved, you will see a message like this on your screen:

```
You have PENDING ALERTS
         Enter  "VA   VIEW ALERTS     to review alerts
```

or, if you continue to be logged on to the system, when the information is returned, you will see a message like this:

```
NETWORK data completed for SANFRANCISCO  <BRIEF> SMITH  111111111
SANFRANCISCO
         Enter  "VA   VIEW ALERTS      to review alerts
```

Type **"VA** and the system will give you the number(s) of your message(s) so that you can retrieve the patient information you requested.

Patient data can be displayed at the time the alert is processed or can be viewed at a later time.

NOTE: Records for p*atients in the database.with an SSN containing five leading 0s (zeroes), two leading EEs or ZZs or a P will not be sent across to other sites.*

Option 1

---

1 - Brief (12 months) Medical Record Information

(All information available in the system for the past 12 months)

This option shows a dialog similar to this one:

```
Select 1-6: 1
Would you like to look for any previous requests on file  ? NO//

                             IF YOU ANSWER YES:  YES shows a list of
                             previous requests - in case someone already
                             requested data recently for a patient.

@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
         THIS OPTION WILL REQUEST BRIEF PATIENT DATA FROM ANOTHER VAMC
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@

     You can't request information if the patient is not already on file.



SOCIAL SECURITY # or NAME:  234326666  DOE,JOY     01-01-40
234326666
     NO     NSC VETERAN

Request patient information from:  all LOCAL AREA SITES          16000,16000A

                IF YOU CHOSE ALL LOCAL AREA SITES :  Patient information
                requests will be sent to ALL sites included by your ADPAC
                or IRM person in this group.

Request patient information from:

Sending Patient Data Request........
Network Area Recipients:
MARTINEZ.VA.GOV        612
SANFRANCISCO.VA.GOV       662
Local Message ID 31192
Your request has been submitted for completion



SOCIAL SECURITY # or NAME:
```

ALERTS Notify You of Returned Information

After you choose Option 1, 2, 3, or 4 requesting patient information and the information has been retrieved, you will see a message on your screen like this:

```
You have PENDING ALERTS
         Enter  "VA   VIEW ALERTS    to review alerts
```

Type **"VA** on any screen where you see the above message and the system will give you the number(s) of your message(s) so that you can retrieve the patient information you requested.

You will have to exit from the NHE options in order to see this message on your screen.

Patient data can be displayed at the time the alert is processed or can be viewed at a later time.

Option 2

---

2 - Total Medical Record Information

(All information available in the system with no time limit)

This option shows a dialog similar to this one:

```
Select 1-6: 2
Would you like to look for any previous requests on file  ? NO//


@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
        THIS OPTION WILL REQUEST PATIENT DATA FROM ANOTHER VAMC
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@

    You can't request information if the patient is not already on file.



SOCIAL SECURITY # or NAME:  222222222  BOISE,BLANTON     01-01-30
222222222
     NO     NSC VETERAN

Request patient information from:  662  SANFRANCISCO.VA.GOV        662

Request patient information from:

Sending Patient Data Request........
Local Message ID 31195

Your request has been submitted for completion



SOCIAL SECURITY # or NAME:
```

ALERTS Notify You of Returned Information

After you choose Option 1, 2, 3, or 4 requesting patient information, when you log back in to the system again and the information has been retrieved, you will see a message on your screen like this:

```
You have PENDING ALERTS
          Enter  "VA   VIEW ALERTS     to review alerts
```

Type **"VA** on any screen where you see the above message and the system will give you the number(s) of your message(s) so that you can retrieve the patient information you requested.

You will have to exit from the NHE options in order to see this message on your screen.

Patient data can be displayed at the time the alert is processed or can be viewed at a later time.

Option 3

---

3 - **Brief (12 months) Pharmacy Information**

(Pharmacy information for the past 12 months)

This option shows a dialog similar to this one:

```
Select 1-6:  3
Would you like to look for any previous requests on file ? NO//


@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
          THIS OPTION WILL REQUEST BRIEF PHARMACY DATA FROM ANOTHER VAMC
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@

     You can't request information if the patient is not already on file.



SOCIAL SECURITY # or NAME:   333333333  BOISE,ANDERSON      01-01-55
33333333
3     NO     NSC VETERAN

Request patient information from:   SANFRANCISCO.VA.GOV           662

Request patient information from:

Sending Patient Data Request.........
Local Message ID 31200

Your request has been submitted for completion
A copy of this request was also sent to your 'IN' mail basket


SOCIAL SECURITY # or NAME:
```

ALERTS Notify You of Returned Information

After you choose Option 1, 2, 3, or 4 requesting patient information, when you log back in to the system again and the information has been retrieved, you will see a message on your screen like this:

```
You have PENDING ALERTS
        Enter  "VA   VIEW ALERTS     to review alerts
```

Type **"VA** on any screen where you see the above message and the system will give you the number(s) of your message(s) so that you can retrieve the patient information you requested.

You will have to exit from the NHE options in order to see this message on your screen.

Patient data can be displayed at the time the alert is processed or can be viewed at a later time.

Option 4

---

4 - Total Pharmacy Information

(All Pharmacy information with no time limit)

This option shows a dialog similar to this one:

```
Select 1-6:  4
Would you like to look for any previous requests on file ? NO//


@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
        THIS OPTION WILL REQUEST PATIENT PHARMACY DATA FROM ANOTHER VAMC
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@

     You can't request information if the patient is not already on file.



SOCIAL SECURITY # or NAME:  444444444  BOISE,GARY     01-01-21    444444444
NO     NSC VETERAN

Request patient information from:   SANFRANCISCO.VA.GOV          662

Request patient information from:

Sending Patient Data Request........
Local Message ID 31201

Your request has been submitted for completion



SOCIAL SECURITY # or NAME:
```

ALERTS Notify You of Returned Information

After you choose Option 1, 2, 3, or 4 requesting patient information, when you log
back in to the system again and the information has been retrieved, you will see a
message on your screen like this:

```
You have PENDING ALERTS
         Enter  "VA   VIEW ALERTS     to review alerts
```

Type **"VA** on any screen where you see the above message and the system will give
you the number(s) of your message(s) so that you can retrieve the patient
information you requested.

You will have to exit from the NHE options in order to see this message on your
screen.

Patient data can be displayed at the time the alert is processed or can be viewed at
a later time.

Option 5

---

5 - Print (Completed Requests Only)

(Print any previously completed requests in the system)

This option shows a dialog similar to this one:

```
Select 1-6: 5


Which requests would you like   Y) Your Own  A) All  ^) None  Y//    A

      THIS REPORT CAN BE SENT TO A PRINTER OR READ ON THE SCREEN
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
Message #            Subject                                  Date Sent
=======================================================================
1              <NHBP> DOE  234326666  MARTINEZ.VA.G     01/10/96
2              <BRIEF> DOE  234326666  SANFRANCISCO.VA.G    01/30/96@1422
3              <NHBP> SMITH  423427777  MARTINEZ.VA.GO     01/25/96

Type one number eg. 1 or up to ten numbers separated by commas eg.
1,2,3,4,5,6,7
,8,9,10: 1

DEVICE: HOME//   VIRTUAL TERMINAL


DOE,JOY  234-32-6666                    DOB: 1930

------------------------------ DEM - Demographics -------------------
            Address: 211 MAIN STREET     Phone:
                     SAN FRANCISCO  CALIFORNIA  94105 County:SAN FRANCISCO
     Marital Status: NEVER MARRIED
           Religion: UNKNOWN/NO PREFERENCE
  Period of Service: KOREAN
  Branch of Service: ARMY 00/00/50 TO 00/00/52
             Combat: NO  POW: NO
        Eligibility: NSC   Status: VERIFIED
 Eligible for care?: YES


--------------------------ADRs & Allergies --------------------------
   Allergy/Reaction:
        NO KNOWN DRUG ALLERGIES
------------------ Outpatient Medications (Brief) ---------------------

                                       Fill     Exp/Canc

Press return to continue or "^" to quit:
```

```
*****************************CONFIDENTIAL Patient Data*****************
------------------ Outpatient Medications (Brief) ---------------------

                                        Fill     Exp/Canc
        Drug                    Qty  Stat   Date     Date

DIAZEPAM SUS-REL. 15MG            30   A    12/08/95   06/09/96
HYDROCORTISONE CREAM 1% 1 OZ TUBE  1   A    12/08/95   06/09/96
------------------------- IV Pharmacy -----------------------------

Drug                          Dose  Stat   Start      Stop
No data available
-------------------------- Unit Dose ------------------------------



Press return to continue or "^" to quit:
```

```
*****************************CONFIDENTIAL Patient Data*****************

Drug                          Dose  Stat   Start    Stop   Instr


**********END OF CONFIDENTIAL Patient Data from MARTINEZ.VA.GOV************
```

Option 5 Report Sample

This option allows you to send the report to a printer or view it on your screen.

The printed report will look like this:

```
DOE,JOY  234-32-6666                 DOB: 1930

----------------------------- DEM - Demographics ---------------------
            Address: 211 MAIN STREET     Phone:
                     SAN FRANCISCO  CALIFORNIA  94105 County: SAN FRANCISCO
     Marital Status: NEVER MARRIED
           Religion: UNKNOWN/NO PREFERENCE
  Period of Service: KOREAN
  Branch of Service: ARMY 00/00/50 TO 00/00/52
             Combat: NO  POW: NO
        Eligibility: NSC   Status: VERIFIED
 Eligible for care?: YES

--------------------------ADRs & Allergies --------------------------
   Allergy/Reaction:
         NO KNOWN DRUG ALLERGIES
---------------------- Admission/Discharge----------------------------
No data available

---------------------------- Discharge Summary ------------------------
IMPORTANT: UNSIGNED/UNCOSIGNED SUMMARIES HAVE NOT BEEN REVIEWED BY
PHYSICIAN(S)
--------------------------ADRs & Allergies --------------------------
   Allergy/Reaction:
         NO KNOWN DRUG ALLERGIES
---------------------- Admission/Discharge----------------------------
No data available

---------------------------- Discharge Summary ------------------------
IMPORTANT: UNSIGNED/UNCOSIGNED SUMMARIES HAVE NOT BEEN REVIEWED BY
PHYSICIAN(S)
No data available

---------------------------- Disabilities ----------------------------
Eligibility: NSC    VERIFIED   Total S/C %:
Disabilities
---------------
------------------ Outpatient Medications (Brief) ---------------------

                                      Fill      Exp/Canc
     Drug                    Qty  Stat  Date      Date

No data available
```

```
------------------------ Chem & Hematology --------------------------
  ** NOTE:  THE RESULTS IN THIS SECTION ARE FOR THE LAST 6 MONTHS ONLY **

Date/Time        Specimen      Test         Units        Result       Ref Range

No data available


-------------------------- Microbiology --------------------------
No data available
------------------------ Surgical Pathology ----------------------
No data available
------------------------- Cytopathology --------------------------
No data available
------------------------- Radiology Profile ----------------------
No data available
------------------------- Radiology Status -----------------------
No data available
-------------------------- Surgery Reports -----------------------
-------------------------- ICD Procedures ------------------------
10/02/90   MAGNET REMOVAL CORNEA FB        11.0
09/16/90   MAGNET REMOVAL CORNEA FB        11.0
-------------------------- ICD Surgeries -------------------------
No data available
-------------------------- Past Clinic Visits --------------------
Date/Time          Clinic
No data available


-------------------------- Future Clinic Visits ------------------
Date/Time           Clinic
No data available
-------------------------- Medicine Summary ----------------------
No data available
------------------ Pulmonary Function Tests Summary ------------------
No Pulmonary data available
------------------------ CN - Crisis Notes -----------------------
No data available


------------------------ Progress Notes --------------------------
NOTE: MANUAL NOTES EXIST. AUTOMATED NOTES ARE NOT MEANT TO BE INCLUSIVE.

No data available


*********END OF CONFIDENTIAL Patient Data from SAN FRANCISCO.VA.GOV********
```

Option 6

---

6 - Print By Type of Information (Completed Requests)

(Print one or more sections of previously completed data)

This option shows a dialog similar to this one:

```
Select 1-6:  6


Which requests would you like   Y) Your Own  A) All  ^) None  Y//    A

     THIS REPORT CAN BE SENT TO A PRINTER OR READ ON THE SCREEN
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
@
Message #          Subject                               Date Sent
==========================================================================
=
1              <NHBP> DOE  234326666  MARTINEZ.VA.G     01/10/96
2              <BRIEF> DOE  234326666  SANFRANCISCO.VA.G     01/30/96@1422
3              <NHBP> SMITH  423427777  MARTINEZ.VA.GO     01/25/96

Type the number of the report you would like to review
or print: 2


Choose type: icd
     1    ICD Procedures
     2    ICD Surgeries
CHOOSE 1-2: 1

DEVICE: HOME//   VIRTUAL TERMINAL


***************************CONFIDENTIAL Patient Data*******************

----------------------------- ICD Procedures -------------------------
10/02/90    MAGNET REMOVAL CORNEA FB          11.0
09/16/90    MAGNET REMOVAL CORNEA FB          11.0


Choose type:
```

Option 6 Report Sample

This option allows you to send the report to a printer or view it on your screen.

The printed report will look like this:

```
*******************************CONFIDENTIAL Patient Data***************

----------------------------- ICD Procedures -------------------------
10/02/90    MAGNET REMOVAL CORNEA FB        11.0
09/16/90    MAGNET REMOVAL CORNEA FB        11.0
```

Manager Menu

The second of the two NHE menus, the Manager Menu, is described in this section.

Network Health Exchange Manager menu is shown below. It is for individuals responsible for the operation of the local Network Health Exchange package. The Network Health Exchange Options (the User options described in the User Menu section) are also available from the Manager menu as Option 3 (see below).

```
Network Health Exchange Manager

    1   Network Health Exchange Add/Edit Sites   [AFJXNHEX EDIT SITES]
    2   Network Health Exchange Inquiry    [AFJXNHEX INQUIRE]
    3   Network Health Exchange Options   [AFJXNHEX REQUEST]
```

Manager Menu Options

The Manager menu has three options. The table below shows what each option will do for you.

Option	This OPTION:	Allows you to:
1	**Add/Edit Sites**	Edit and add sites that can receive requests (sites in the station's VAMC NETWORK HEALTH EXCHANGE file). *If the 'Include in All' question is answered Y or <RET> is pressed, the site will be included when 'All' is chosen. See INCLUDE IN ALL field below.*
2	**Inquiry**	Inquire about a previous message ID, or Date/Time Received, or Patient SSN, or Requestor Name, or Requesting Place.
3	**Options**	Request patient data and allow the viewing or printing of returned data. These are the same as the User Menu options.

Manager Menu Options

Option 1 - Add/Edit Sites

---

1 - **Network Health Exchange Add/Edit Sites**

To enter a new or edit a present Network Health Authorized site.

Adding a Site

This option shows a dialog similar to this one when you add a new site:

```
Select Network Health Exchange Manager Menu  Option:   1  Network Health
Exchange
Add/Edit Sites


Select VAMC NETWORK HEALTH AUTHORIZED SITES NAME:   TESTSITE.VA.GOV
  Are you adding 'TESTSITE.VA.GOV' as
    a new VAMC NETWORK HEALTH AUTHORIZED SITES (the 8TH)?   Y  (Yes)
   VAMC NETWORK HEALTH AUTHORIZED SITES STATION NUMBER:   99999
NAME: TESTSITE.VA.GOV//
STATION NUMBER: 99999//
NICKNAME: TS
INCLUDE IN 'ALL'?:  Y  YES
SEND UPDATE TO NETWORK FILE?:  Y  YES
# DAYS TO KEEP TRACKING DATA?:   90
ACCEPT NETWORK FILE UPDATE?:  Y  YES
UPDATE NETWORK IDENTIFIER ?:  Y  YES
```

Fields

NAME: The names of sites you will request and receive data from. Name must match the entry in your DOMAIN file **exactly**.

STATION NUMBER: The ALL LOCAL AREA SITES entry should have site numbers entered separated by commas for those sites you wish to request data from when selecting ALL LOCAL AREA SITES.

NICKNAME: The 1 - 3 character(s) that will be displayed on Patient Lookup (if Update Network Identifier is set to YES) that will signify this site entry, (i.e., W for Chicago Westside or San Francisco for San Francisco). If a patient has been seen at more than one site, these nicknames are concatenated together without punctuation (i.e., WSF is displayed if patient has been seen at Chicago Westside AND San Francisco VAMCs).

INCLUDE IN 'ALL'? Enter YES to include this entry as one of the sites requests will be sent to if the user selects the ALL LOCAL AREA SITES entry .

NOTE: *Unless you enter NO at this prompt, the site will be included in the ALL LOCAL AREA SITES group.*

SEND UPDATE TO NETWORK FILE? This field determines whether you want to send your nightly updates to another site to update their VAMC NETWORK PATIENT file. Any new patients seen at your site will be sent to this site and added to their VAMC NETWORK PATIENT file as having data at your site. If your site's entry at this site is set to update the patient identifier, then that site's nickname for your site will be updated and displayed at patient lookup.

ACCEPT NETWORK FILE UPDATE? This field determines whether you want to accept the nightly update from another site. A site may want to send you their update but you may not want to accept because they are not part of your network.

UPDATE NETWORK IDENTIFIER?   If yes, then the NETWORK IDENTIFIER field in the PATIENT FILE (#2) will be updated with the NICKNAME for this site entry and displayed at patient lookup. Note: Network Identifiers from multiple sites are concatenated (strung) together.

NOTE: Records for p*atients in the database.with an SSN containing five leading 0s (zeroes), two leading EEs or ZZs or a P will not be sent across to other sites.*

Editing a Site

In order to edit information about a site, you must enter the domain name exactly as it is written in the file.

```
Select Network Health Exchange Manager Menu  Option: 1  Network Health
Exchange
Add/Edit Sites

Select VAMC NETWORK HEALTH AUTHORIZED SITES NAME:    testsite.va.gov
99999
NAME: TESTSITE.VA.GOV//
STATION NUMBER: 99999//
NICKNAME: TS//
INCLUDE IN 'ALL'?: YES//   n   NO
SEND UPDATE TO NETWORK FILE?: YES//
# DAYS TO KEEP TRACKING DATA?: 90//
ACCEPT NETWORK FILE UPDATE?: YES//
UPDATE NETWORK IDENTIFIER ?: YES//
```

Option 2 - Network Health Exchange Inquiry

2 - Inquiry

To inquire to the NHEX tracking file that stores data on all incoming and outgoing requests about the message ID, date/time received, patient SSN, requestor name, or requesting place.

This option shows a dialog similar to this one:

```
Select Network Health Exchange Manager Option: 2  Network Health Exchange
Inquiry
Select VAMC NETWORK HEALTH EXCHANGE MESSAGE ID:    ?
 Answer with VAMC NETWORK HEALTH EXCHANGE MESSAGE ID, or
     DATE/TIME RECEIVED, or PATIENT SSN, or REQUESTOR NAME, or
     REQUESTING PLACE
 Do you want the entire 9-Entry VAMC NETWORK HEALTH EXCHANGE List?    Y
(Yes)
Choose from:
29607       10-31-95       222222222       DOE,JOAN       MARTINEZ.VA.GOV
29608       10-31-95       111111111       DOE,JANE       MARTINEZ.VA.GOV
29609       10-31-95       111111111       JONES,FRANK    MARTINEZ.VA.GOV
29610       10-31-95       333333333       SMITH,JOHN     MARTINEZ.VA.GOV
29611       10-31-95       444444444       SMITH,JOHN     MARTINEZ.VA.GOV
29612       10-31-95       123456789       DOE,JOHN       MARTINEZ.VA.GOV
29613       10-31-95       234567890       DOE,GENE       MARTINEZ.VA.GOV
29614       10-31-95       222222222       SMITH,JOHN     MARTINEZ.VA.GOV
29615       11-01-95       111111111       DOE,JOE        MARTINEZ.VA.GOV

Select VAMC NETWORK HEALTH EXCHANGE MESSAGE ID:    29615        11-01-95
111111111 DOE,JANE       MARTINEZ.VA.GOV
MESSAGE ID: 29615
  DATE/TIME RECEIVED: NOV 01, 1995@13:24:22
  PATIENT SSN: 111111111                    REQUESTOR DUZ: 9225
  REQUESTOR NAME: JOHNSON,JERRY        REQUESTING PLACE: MARTINEZ.VA.GOV
  PATIENT DATA FOUND?: YES                  REQUEST TYPE: BRIEF
  SENSITIVE PATIENT?: NO                    OUTGOING REQUEST?: YES
  DATE/TIME COMPLETED: NOV 01, 1995@14:22:47


Press Return to continue
```

Option 3 - Options

---

3 - **Network Health Exchange Options**

The NHE User Menu with its six options for requesting and printing patient information.

Reports can be sent to a printer or read on the screen.

If you choose this option, you will see the main NHE menu, as below:

```
Select Network Health Exchange Manager Option:   3  Network Health Exchange
Options


                    VVVV                VVAA
                    VVVV               VVAAAA
                     VVVV             VVAAAAAA
                      VVVV          VVAA  AAAA
                       VVVV     VVAA      AAAA
                        VVVV  VVAA           AAAA
                         VVVVVVAA            AAAA
                          VVVVAA       AAAAAAAAAA

                         NETWORK HEALTH EXCHANGE
                        Developed at Chicago Westside VA
                                   V5.  1
                  This report will come back to you as an ALERT.  To read or
                  print the report, type 'VA' on any screen where you see the
                  following:

                      Enter "VA VIEW ALERTS    to review alerts

                  You may also use the print options #5 or #6 on the Network
                  Health Exchange menu.


Press the 'Return' key to continue
```

When you press Return or Enter, you will see:

```
DHCP Network Health Exchange Menu              User: WELBY,MARTHA
=======================================================================


     1 - Brief (12 months) Medical Record Information
     2 - Total Medical Record Information
     3 - Brief (12 months) Pharmacy Information
     4 - Total Pharmacy Information
     5 - Print (Completed Requests Only)
     6 - Print By Type of Information (Completed Requests)




NOTE: This package does not make calls to the Health Summary package
      so sites that do not have Health Summary installed can still use
      this package. However, any subsequent updates or changes to the
      Health Summary package will not be reflected in this package unless
      it is updated.


                         Select 1-6:
```

Site Management Functions

These are utilities for system managers to maintain the NHE package at their site.

The functions are activated by directly accessing the utility or by changing the time the routine is run.

The site management functions are:

AFJXNH ADD PATIENTS	Network Health Exchange Add Patients
AFJXNH PURGE NIGHTLY	Network Health Exchange Nightly Purge
AFJXNETP	Network Health Patient Server
AFJXNHDONE	Network Health Exchange Alert Send Server
AFJXSERVER	Network Health Exchange Data Server

This UTILITY:	*Does this:*
Add Patients	Nightly adds patients to VAMC NETWORK PATIENT file, # 537010.
Nightly Purge	Nightly purges messages from the mailbox of NETWORK,HEALTH EXCHANGE.
Patient Server	Takes bulletin from nightly Add Patient task and attempts to add patient to VAMC NETWORK PATIENT file, # 537010.
Alert Send Server	Sends alert back to user that request is complete and allows user to print the requested clinical data.
Data Server	Processes patient data request.

AFJXNH ADD PATIENTS..........Network Health Exchange Add Patients

This routine should be scheduled nightly to add patients to the VAMC NETWORK PATIENT file. Your ADPAC or IRM staff should schedule it.

NAME: AFJXNH ADD PATIENTS
MENU TEXT: Network Health Exchange Add Patients
TYPE: run routine   CREATOR: POSTMASTER
PACKAGE: NETWORK HEALTH EXCHANGE
DESCRIPTION: SCHEDULE NIGHTLY TO ADD PATIENTS TO NETWORK PATIENT FILE
ROUTINE: AFJXPNHA   TIMESTAMP: 55977,50814
*QUEUED TO RUN AT WHAT TIME:
*RESCHEDULING FREQUENCY:
UPPERCASE MENU TEXT: NETWORK HEALTH EXCHANGE ADD PATIENTS

From the Systems Manager Menu, choose Taskman Management, Schedule/ Unschedule Options, then the AFJXNH ADD PATIENTS option. Your computer dialog should look similar to this:

```
Select Systems Manager Menu Option: TASKman Management


        Schedule/Unschedule Options
        One-time Option Queue
        Taskman Management Utilities ...
        List Tasks
        Dequeue Tasks
        Requeue Tasks
        Delete Tasks
        Print Options that are Scheduled to run
        Cleanup Task List
        Print Options Recommended for Queueing

Select Taskman Management Option: SCHEdule/Unschedule Options

Select OPTION to schedule or reschedule: AFJXNH ADD PATIENTS
Network Health Exchange Add Patients
        ...OK? Yes//   (Yes)
      (R)

                        Edit Option Schedule
    Option Name: AFJXNH ADD PATIENTS
    Menu Text: Network Health Exchange Add Patients       TASK ID: 19446

_____

  QUEUED TO RUN AT WHAT TIME: DEC 26,1995@03:30
```

```
DEVICE FOR QUEUED JOB OUTPUT:

 QUEUED TO RUN ON VOLUME SET: JSD

      RESCHEDULING FREQUENCY: 1D

             TASK PARAMETERS:

            SPECIAL QUEUEING:
```

See the Kernel Systems Manual, Menu Manager Options, if you wish more detailed information.

NOTE: Records for p*atients in the database.with an SSN containing five leading 0s (zeroes), two leading EEs or ZZs or a P will not be sent across to other sites.*

AFJXNH PURGE NIGHTLY..........Network Health Exchange Nightly Purge

This routine purges messages each night from the NETWORK,HEALTH EXCHANGE mailbox.

NAME: AFJXNH PURGE NIGHTLY
MENU TEXT: Network Health Exchange Nightly Purge
TYPE: run routine   CREATOR: POSTMASTER
PACKAGE: NETWORK HEALTH EXCHANGE
DESCRIPTION: PURGE MESSAGES NIGHTLY FROM MAILBOX OF
NETWORK HEALTH EXCHANGE
GENERIC USER.
ROUTINE: AFJXPNHX
UPPERCASE MENU TEXT: NETWORK HEALTH EXCHANGE NIGHTLY
PURGE

From the Systems Manager Menu, choose Taskman Management, Schedule/ Unschedule Options, then the AFJXNH PURGE NIGHTLY option. Your computer dialog should look similar to this:

```
Select Systems Manager Menu Option: TASKman Management


          Schedule/Unschedule Options
          One-time Option Queue
          Taskman Management Utilities ...
          List Tasks
          Dequeue Tasks
          Requeue Tasks
          Delete Tasks
          Print Options that are Scheduled to run
          Cleanup Task List
          Print Options Recommended for Queueing

Select Taskman Management Option: SCHEdule/Unschedule Options

Select OPTION to schedule or reschedule: AFJXNH PURGE NIGHTLY Network
Health Exchange Purge Nightly
        ...OK? Yes//   (Yes)
      (R)

                        Edit Option Schedule
    Option Name: AFJXNH PURGE NIGHTLY
    Menu Text: Network Health Exchange Purge Nightly      TASK ID: 19446

_____

  QUEUED TO RUN AT WHAT TIME: DEC 26,1995@03:30
```

```
DEVICE FOR QUEUED JOB OUTPUT:

 QUEUED TO RUN ON VOLUME SET: JSD

      RESCHEDULING FREQUENCY: 1D

             TASK PARAMETERS:

            SPECIAL QUEUEING:
```

See the Kernel Systems Manual, Menu Manager Options, if you wish more detailed information.

AFJXNETP..........Network Health Patient Server

This routine runs as a background job, at night when the DHCP system is less busy than during normal business hours. It takes a bulletin from the nightly Add Patient task and attempts to add the patient to file 537010, the NETWORK PATIENT file.

NAME: AFJXNETP   MENU TEXT: Network Health Patient Server
TYPE: server   CREATOR: POSTMASTER
PACKAGE: NETWORK HEALTH EXCHANGE
DESCRIPTION: TAKES BULLETIN FROM NIGHTLY ADD PATIENT TASK
AND ATTEMPTS TO ADD PATIENT TO FILE 537010.
        ROUTINE: AFJXPNHT   SERVER ACTION: RUN
IMMEDIATELY
SERVER AUDIT: NO   SUPRESS BULLETIN: YES, SUPRESS IT
SERVER REPLY: NO REPLY (DEFAULT)
UPPERCASE MENU TEXT: NETWORK HEALTH PATIENT SERVER

NOTE: To maximize efficiency, especially at MSM sites, you may want to create a resource device that the server will use. This enables you to limit the number of jobs that are running from the server. For a description of how this is done, see Setting Up a Resource Device, in the Installation Procedures section of the Installation Guide.

AFJXNHDONE..........Network Health Exchange Alert Send Server

This routine sends an alert back to the user that a request is complete and allows the user to print or view onscreen the requested clinical data.

NAME: AFJXNHDONE
MENU TEXT: Network Health Exchange Alert Send Server
TYPE: server   CREATOR: POSTMASTER
PACKAGE: NETWORK HEALTH EXCHANGE
DESCRIPTION: SEND ALERT BACK TO USER THAT REQUEST IS
COMPLETE AND ALLOW TO PRINT
ROUTINE: AFJXSFAL   SERVER ACTION: RUN IMMEDIATELY
SERVER AUDIT: NO   SUPRESS BULLETIN: YES, SUPRESS IT
SERVER REPLY: NO REPLY (DEFAULT)
UPPERCASE MENU TEXT: NETWORK HEALTH EXCHANGE ALERT
SERVER

AFJXSERVER..........Network Health Exchange Data Server

Option for server for patient data request. This will process the request.

NAME: AFJXSERVER
MENU TEXT: Network Health Exchange Data Server
TYPE: server   CREATOR: POSTMASTER
PACKAGE: NETWORK HEALTH EXCHANGE
DESCRIPTION: OPTION FOR SERVER FOR PATIENT DATA REQUEST. THIS
WILL PROCESS THE REQUEST.
ROUTINE: AFJXALRT   SERVER BULLETIN: XQSERVER
SERVER ACTION: RUN IMMEDIATELY   SERVER AUDIT: NO
SUPRESS BULLETIN: YES, SUPRESS IT   SERVER REPLY: NO REPLY
(DEFAULT)
UPPERCASE MENU TEXT: NETWORK HEALTH EXCHANGE DATA SERVER

Records for Sensitive Patients

Requests for information on sensitive patients are tracked and recorded in order to protect the restricted nature of those records.

A user who requests information for a sensitive patient will see a message like the following:

```
                              WARNING
                         RESTRICTED RECORD
*************************************************************************
*  This record is protected by the Privacy Act of 1974.  If you elect    *
*  to proceed, you will be required to prove you have a ned to know.
*  Accessing this patient is tracked, and your station Security Officer   *
*  will contact you for your justification.                               *
*************************************************************************

Do you want to continue processing this patient record?  No//
```

When a user requests sensitive patient information, it causes a Sensitive Record Accessed bulletin to be sent to the mailgroup which ordinarily receives Sensitive Patient bulletins. The bulletin will be similar to one of the following:

```
Subj: NETWORK HEALTH EXCHANGE REQUESTED FOR SENSITIVE PATIENT  [#35313]
22 Feb 96 17:04  6 Lines
From: POSTMASTER  in 'IN' basket.   Page 1  **NEW**
-------------------------------------------------------------------------

@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
         SENSITIVE PATIENT DATA REQUESTED
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@

Data for SENSITIVE patient: SMITH,JOE  NNNNNNNNNN
has been requested by:   USER,JEAN@VAMC.SITE.VA.GOV
```

or

```
Subj: RESTRICTED PATIENT RECORD ACCESSED  [#35296] 22 Feb 96 16:58  5
Lines
From: USER,JEAN  in 'IN' basket.   Page 1  **NEW**
-------------------------------------------------------------------------

The following sensitive patient record has been accessed:

  Patient Name: SMITH,JOE
  Soc Sec Num : NNNNNNNNN
  Option Used : Network Health Exchange Options ...
```

Appendix

How to Work With the System

If you are just learning to use Decentralized Hospital Computer Program (DHCP) software, this chapter introduces you to a small but important part of DHCP—signing on, entering data, and getting out. You do not have to be a computer expert or know many technical terms to use DHCP software. This chapter helps you get started. If you are an experienced DHCP user, this chapter can serve as a reminder.

Other Resources (DHCP Users Guide to Computing)

If you are not familiar with DHCP software applications, we recommend that you study the DHCP **Users Guide to Computing**. This orientation guide is a comprehensive handbook benefiting first time users of any DHCP application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. This guide is available in your facility's Library or from your IRM Service or Site Management office.

How Does DHCP Work?

DHCP software packages use the computer in an interactive fashion. An interactive system involves a conversation with the computer. The computer asks you to supply information and immediately processes it. You will be interacting with the software by responding to prompts (the questions) in the program. Your responses are recognized by the computer when you complete the interaction by pressing the Return or Enter key.

DHCP software is "menu-driven." A menu is a screen display which lists all of the choices (options) available. You will see only the menus, options, and functions which you have security clearance to use. Once you have made a selection, the software can branch to another menu (submenu) or you might be asked to answer questions which allow the computer to perform tasks.

How to Sign-on

The procedure for establishing a link to the terminal involves access and verify codes. These codes are assigned by IRM staff. Contact your supervisor if you need these codes. For security reasons, your access and verify codes are not displayed on the terminal screen when you type them in. Do not write your code down or reveal it to others. The sign-on banner shows the date and time when you last signed on. The banner also shows if the account had any unsuccessful attempts at logon. Periodically, you are required to change your verify code.

Press the Return key on the keyboard. A blinking cursor appears on the terminal. You will then see:

> ACCESS CODE: *Enter your assigned access code*

> VERIFY CODE: *Enter your assigned verify code*

How to Exit a DHCP Process

In most cases, when you begin an option you will continue stepping through it to its normal end. At times however, you might want to exit the option to do something else. To stop and exit out of what you are doing, enter an up-arrow (^). You can use the up-arrow at almost any prompt to terminate the line of questioning and return to the previous level in the routine. Continue entering the up-arrow to completely exit the system.

How to Enter Data

Each time you enter data, that action must be followed by pressing the Return key (or Enter key on some keyboards) to indicate you have completed that entry. In many cases, you need only enter the first few letters (called shortcut synonyms) of an option or field, and the computer fills in the rest. Shortcut synonyms help increase speed and accuracy. The Return key is illustrated by the symbol **<RET>** when displayed in interactive computer dialog.

If you want to bypass a prompt, press the Return or Enter key and the computer goes on to the next question. You are allowed to bypass a question only if the information is not required to continue with the option.

How to Generate Online Documentation

Online documentation about the Network Health Exchange package may be obtained in a number of ways as described below.

Retrieving Online Help Using Question Marks

If you need assistance while interacting with the software, you can enter question marks to receive online help as shown below:

Entering a single question mark at a prompt provides a brief help message . From any top-level menu prompt, one question mark will display the items available on the menu.

Entering two question marks at a prompt provides a more extensive description and/or a list of choices appropriate to the prompt. At the top-level menu prompt, two question marks will show the Common Menu available to all users as well as any Secondary Menu options for the current user.

Locked options are displayed if the user holds the key.   Entering three question marks displays descriptions of the options from the OPTION file.   Four question marks displays a help frame if one has been associated with this option in the OPTION file. A question mark followed by the name of an option on the current menu will display a help frame if one has been named for that option in the OPTION file.

List File Attributes

This FileMan option allows the user to generate documentation pertaining to files and file structure. Utilization of this option via the "Standard" format will yield the following data dictionary information for a specified file(s): file name and description, identifiers, cross-references, files pointed to by the file specified, files which point to the file specified, input templates, print templates and sort templates. In addition, the following applicable data is supplied for each field in the file: field name, number, title, global location, description, help prompt, cross-reference(s), input transform, date last edited and notes.

Using the "Global Map" format of this option generates an output which lists all cross-references for the file selected, global location of each field in the file, input templates, print templates, and sort templates.

Inquire to Option File

This Menu Manager option provides the following information about a specified option(s): option name, menu text, option description, type of option, and lock, if any. In addition, all items on the menu are listed for each menu option.

Responding to Prompts

When the computer prompts you with a question, typically a colon (:) follows the menu text. Several types of prompts may be used including yes/no, select, and default. Prompts can be a field in a file, like the basic prompt shown below:

DATE OF BIRTH: *This type of prompt is waiting for you to enter a value, like March 3, 1960.   Don't forget to complete your interaction by pressing the Return or Enter key.*

Select Prompt

If the answer to the prompt is a choice of several alternatives, the question can appear prefixed with the word "Select," as below:

Select PATIENT NAME: *This is referred to in the manual as the Select Prompt.*

Yes/No Prompt

If the question requires either a Yes or No response (in which case you can enter a Y or N; upper or lower case is acceptable), the question can be followed by a question mark rather than a colon as shown below:

ARE YOU SURE?

Sometimes the question text includes, within parentheses, the different allowable responses that you can make to that question as shown below:

ARE YOU SURE (Y/N)?

Default Prompt

Sometimes the question the computer is asking you has a standard expected answer. This is known as the default response.   In order to save you the trouble of typing the most probable answer, the computer provides the answer followed with a double slash (//). You either enter nothing (also known as a null response) by pressing the Return key to accept the default response as your answer, or you can type a different response:

```
IS IT OKAY TO DELETE?  NO//
```

Invalid Response

The computer software checks each answer immediately after it is entered . Whenever the computer determines that an answer is invalid for any reason, it beeps, displays two spaces and two questions marks, and repeats the question on a new line.

LAYGO

DHCP software checks your answers against an internally stored table of valid answers. If your answer is not stored in this table, but the Learn-As-You-GO (LAYGO) mode is allowed, the computer adds your response as one of those valid answers. If LAYGO mode is allowed, then a sample dialog goes something like this:

```
ARE YOU ADDING A NEW CLINIC?
```
If you respond with a Y (or YES, or yes), the software adds the new clinic in its validation table and accepts the answer. If anything other than Yes is entered, the original answer is invalidated and the question is repeated.

How to Enter Dates and Times

When the acceptable answer to a question is a date, use the following answer formats. Note that the response is not case sensitive; upper or lower case input is acceptable as follows:

```
JULY 20, 1969
7/20/69
20 JUL 69
10jul69
10 jul 69
072069
TODAY or Today or T or t          (today)
```

```
TODAY+1 or T+1 or t+1          (tomorrow)
TODAY-7 or T-7 or t-7          (one week ago)
TODAY+3W or T+3W or t+3w       (3 weeks hence)
NOW+1H                         (present time plus one hour)
NOW+4M                         (present time plus four months)
NOON                           (12:00 p.m.)
MID                            (12:00 a.m.)
```

The year portion of the date can be left off; normally the system assumes the current year. Occasionally, the software allows you to enter a time-of-day in connection with a date, for example, 4:00 P.M. on July 20, 1994. To do this, type the date in one of the above forms followed by an at sign (@), followed by the time.   For example, you might enter:

```
20 JUL 94@4PM
```

In this mode, you can enter time either as military (four digit) time, hour AM/PM, or hour:minute:second AM/PM, or simply NOW (or Now, or now) for the current date/time.

The colon (:) can be omitted and AM/PM can also be omitted if the time being entered is between 6 A.M. and 6 P.M. Thus, today at 3:30 P.M. can be entered as:

```
T@330
```

Use MID as a response to mean 12:00 A.M. (midnight) and NOON as a response to mean 12:00 P.M. for time associated with dates:

```
T+3W@MID
```

Making Corrections

When you want to delete an answer previously entered, without substituting any other answer, enter an at sign (@) as a response to that prompt.   This leaves the answer blank as shown below:

DATE OF BIRTH: May 21, 1946//@   *In this example, the date on file has been erased and now there is no answer to the "DATE OF BIRTH" prompt; it is null.*

The system asks you to confirm that you really intend to delete the information . You may not be able to delete a response if the information is required:

ARE YOU SURE?   *This question is a safety feature, giving you a chance to change your mind now, without re-editing later.*

Spacebar Return Feature

When using this software, you might want to answer a prompt with a code meaning *the same as before*. The computer is capable of remembering what your last response(s) were the last time you signed on. This feature is called spacebar return and employs the spacebar and Return keys.

You generally can repeat information you entered the first time by entering a space and pressing the Return or Enter key. For example, you might wish to do a series of procedures for one patient. Each time (after the first) you are asked for the patient name, you can enter a space and press the Return key; the computer enters the same patient.

Printing Reports

Frequently, when you have finished some data entry you are asked if you wish to print the record, file, or report. You can display the report on your terminal screen or produce a paper copy. You are prompted to enter a device number of the printer you want to use. If you do not know the device number of the printer, you can type in a question mark for a list of printers. In some cases the device you will use has already been decided for you and you are not asked where you want to print. If you need assistance in determining the device number, ask your application coordinator or site manager.

Right Margin

Sometimes you are asked to specify the right margin of the report. You are not asked this in all cases as the information might be preset for the device you specify and a default answer provided. Nevertheless, your choices are simple. Generally, "80" is used for standard size paper or for displaying on the terminal screen; "132" is used for wider paper as shown below:

```
DEVICE:        Right Margin: 80//
```

Display the Report on the Terminal Screen

Display is the word used to indicate data printed to a terminal screen rather than on paper. At the DEVICE prompt, if you want to view a report on your screen, press the Return key. Normally, if you do not specify a device number, the information prints on your screen. After the screen fills with the first page of the report, you are prompted to press the Return key to continue with the next screen of data. The process is repeated at the bottom of every screen. You can exit the option at any time by entering an up-arrow (^) as shown below:

```
Press <RET> to continue, or '^' to quit
```

Spool (Print) a Report to the Printer

To spool your report to a designated printer, enter the name of the printer at the device prompt show below:

`DEVICE: HOME//`   *Enter the printer name*

Note: You can display a list of your available printers by entering two questions marks (??) at the device prompt.

Queue Report to a Printer

If you want to queue your output to run in the background, type the letter Q at the DEVICE prompt. Next, you are prompted to enter a device number of the printer you want to use. Finally, enter the date and time you would like the report to print as shown below:

`DEVICE: HOME//`   *Enter the letter Q to queue the print job.*
`DEVICE: HOME//`   *Enter the device name or number.*

`Requested Start Time: NOW//`   *Press the Return key or enter a time here using the date and time formats discussed above (e.g., NOW+1 for one hour from now).*

Glossary

The glossary contains basic terms, acronyms, and definitions used throughout the DHCP system, as well as terms specific to the NHE package.

Abbreviated Response	This feature allows you to enter data by typing only the first few characters for the desired response. This feature will not work unless the information is already stored in the computer.
Access Code	A code that allows the computer to identify you as a user authorized to gain access to the computer. Your code is greater than six and less than twenty characters long; can be numeric, alphabetic, or a combination of both; and is usually assigned by a site manager or application coordinator. (See VERIFY CODE.)
ADPAC	Automated Data Processing (ADP) Application Coordinator (see Application Coordinator, below).
Alerts	Brief on-line notices that are issued to users as they complete a cycle through the menu system. Alerts are designed to provide interactive notification of pending computing activities, such as the need to reorder supplies or review a patient's clinical test results. Along with the alert message is an indication that the View Alerts common option should be chosen to take further action.
ANSI	American National Standards Institute.
ANSI M	An implementation of the M computer language that conforms to ANSI standards.
Application Coordinator	Designated individuals responsible for user-level management and maintenance of an application package such as IFCAP or Lab. Also abbreviated as ADPAC (ADP Application Coordinator).
Application Package	In DHCP, software and documentation that support the automation of a service, such as Laboratory or Pharmacy within VA medical centers (see Package).
Application Programmer	The person who writes code for application packages; also called a developer.

ARG   Applications Requirements Group. Representative users from
                the field and Program Office who make recommendations for
                software development. Three ARGs exist: Clinical,
                Management, and Integration & Technology. The ARGs report
                to the Information Resources Advisory Council (IRAC).

Array   An arrangement of elements in one or more dimensions. A
                MUMPS array is a set of nodes referenced by subscripts that
                share the same variable name.

ASCII   American Standard Code for Information Interchange.   A
                series of 128 characters, including upper and lower case alpha
                characters, numbers, punctuation, special symbols, and control
                characters.

Audit Access   A user's authorization to mark the information stored in a
                computer file to be audited.

Auditing   Monitoring computer usage such as changes to the database
                and other user activity. Audit data can be logged in a number
                of VA FileMan and Kernel files.

Auto-menu   An indication to Menu Manager that the current user's menu
                items should be displayed automatically. When auto-menu is
                not in effect, the user must enter a question mark at the
                menu's select prompt to see the list of menu items.

Backup   The process of creating duplicate data files and program copies
                or both as a reserve in case the original is lost or damaged.

Bug   An error in a program. Bugs may be caused by syntax errors,
                logic errors, or a combination of both.

Bulletins   Electronic mail messages that are automatically delivered by
                MailMan under certain conditions. For example, a bulletin
                can be set up to fire when database changes occur, such as
                adding a record to the file of users. Bulletins are fired by
                bulletin-type cross references.

Callable Entry An authorized programmer call that may be used in any DHCP
Point   application package. The DBA maintains the list of DBIC-
                approved entry points.

Capacity   The process of assessing a system's capacity and evaluating its
Management   efficiency relative to workload in an attempt to optimize
                system performance. The Kernel provides several utilities.

Caret   A symbol expressed as ^ (uppercase of the 6 key). In many M systems, a caret is used as an exiting tool from an option. Also known as the up-arrow symbol.

Checksum   A numeric value that is the result of a mathematical computation involving the characters of a routine or file.

Cipher   A system that arbitrarily represents each character as one or more other characters. (See encryption.)

Command   A combination of characters that instruct the computer to perform a specific operation.

Common Menu   Options that are available to all users. Entering two question marks at the menu's select prompt will display any secondary menu options available to the signed-on user along with the common options available to all users.

Computed Field   This field takes data from other fields and performs a predetermined mathematical function (e.g., adding two columns together). You will not, however, see the results of the mathematical function on the screen. Only when you are printing or displaying information on the screen will you see the results for this type of field.

Control Key   The Control Key (Ctrl on the keyboard) performs a specific function in conjunction with another key. On some systems, for example, Ctrl-S causes printing on the terminal screen to stop, while Ctrl-Q restarts printing on the terminal screen.

CORE   The fundamental clinical application packages of the DHCP.

CPU   Central Processing Unit. Those parts of computer hardware that carry out arithmetic and logic operations, control the sequence of operations performed, and contain the stored program of instructions.

Cross Reference   An indexing method whereby files can include pre-sorted lists of entries as part of the stored database. Cross references (x-refs) facilitate lookup and reporting.

A file may be cross referenced to provide direct access to its entries in several ways. For example, VA FileMan allows the PATIENT file to be cross referenced by name and social security number.

A cross reference is also referred to as an index or cross index.

CRT   An acronym for cathode ray tube, the basis of the television screen and the standard microcomputer display screen. (See Terminal, Monitor, VDT.)

Cursor   A flashing image on your screen (generally a horizontal line or rectangle) that alerts you that the computer is waiting for you to make a response to an instruction (prompt).

Data   A representation of facts, concepts, or instructions in a formalized manner for communication, interpretation, or processing by humans or by automatic means. The information you enter for the computer to store and retrieve. Characters that are stored in the computer system as the values of local or global variables. VA FileMan fields hold data values for file entries.

Data Attribute   A characteristic of a unit of data such as length, value, or method of representation. VA FileMan field definitions specify data attributes.

Data Dictionary   A global containing a definition of the structure of a VA FileMan file, its attribute fields, and its relationships with other files. of what kind of data is stored in the global. The data is used internally by FileMan for interpreting and processing files.

Data Dictionary Access   A DHCP user's authorization to write/update/edit the data format for a computer file. Also known as DD Access.

Data Dictionary Listing   This is the printable report that shows the data dictionary. DDs are utilized by users and programmers.

Database   A set of data, consisting of at least one file, that is sufficient for
                      a given purpose. The DHCP database is composed of a number
                      of VA FileMan files. An organized collection of data about a
                      specific subject, such as the PATIENT file; a data collection
                      has different data fields (e.g., patient name, SSN, Date of
                      Birth, and so on).

Database   A collection of software that handles the storage, retrieval, and
Management   updating of records in a database. A Database Management
System   System (DBMS) controls redundancy of records and provides
                      the security, integrity, and data independence of a database.

DBA   Database Administrator. In DHCP, the person who monitors
                      namespacing conventions and other procedures that enable
                      various DHCP packages to coexist within an integrated
                      database system.

DBIA   Database Integration Agreement, a formal understanding
                      between two or more DHCP packages which describes how data
                      is shared or how packages interact. The DBA maintains a list
                      of DBIAs.

DBIC   Database Integration Committee. Within the purview of the
                      DBA, the committee maintains a list of DBIC-approved
                      callable entry points and publishes the list on FORUM for
                      reference by application programmers.

Default Response   A response the computer considers the most probable answer to
                      the prompt being given. It is identified by double slash marks
                      (//) immediately following it. This allows you the option of
                      accepting the default answer or entering your own answer. To
                      accept the default you simply press the enter (or return) key.
                      To change the default answer, type in your response.

Delete   The key on your keyboard (may also be called rubout or
                      backspace on some terminals) which allows you to delete
                      individual characters working backwards by placing the cursor
                      immediately after the last character of the string of characters
                      you wish to delete. The @ sign (uppercase of the 2 key) may also
                      be used to delete a file entry or data attribute value. The
                      computer asks "Are you sure you want to delete this entry?" to
                      insure you do not delete an entry by mistake.

Delete Access   A user's authorization to remove information stored in a
                      computer file.

Delimiter   A special character used to separate a field, record or string. VA FileMan uses the ^ character as the delimiter within strings.

Device   A peripheral connected to the host computer, such as a printer, terminal, disk drive, modem, and other types of hardware and equipment associated with a computer. The host files of underlying operating systems may be treated like devices in that they may be written to (e.g., for spooling).

Device Handler   The Kernel module that provides a mechanism for accessing peripherals and using them in controlled ways (e.g., user access to printers or other output devices).

DHCP   The Decentralized Hospital Computer Program of the Veterans Health Administration (VHA), Department of Veterans Affairs (VA). DHCP application packages, developed within VA, are used to support clinical and administrative functions at VA medical centers nationwide.

Disk   The media used in a disk drive for storing data.

Disk Drive   A peripheral device that can be used to "read" and "write" on a hard or floppy disk.

Double Quote (")   A symbol used in front of a Common option's menu text or synonym to select it from the Common menu. For example, the five-character string "TBOX selects the User's Toolbox Common option.

DR String   The set of characters used to define the variable DR when calling VA FileMan. Since a series of parameters may be included within quotes as a literal string, the variable's definition is often called the DR string. To define the fields within an edit sequence, for example, the programmer may specify the fields using a DR string rather than an input template.

DUZ   A local variable holding the user number that identifies the signed-on user.

DUZ(0)   A local variable that holds the File Manager Access Code of the signed-on user.

Electronic   A secret password that some users may need in order to sign
Signature Code   documents via the computer.

Encryption   Scrambling data or messages with a cipher or code so that they are unreadable without a secret key. In some cases encryption algorithms are one directional, that is, they only encode and the resulting data cannot be unscrambled (e.g., access/verify codes).

Enter   Pressing the return or enter key tells the computer to execute your instruction or command or to store the information you just entered.

Entry   A VA FileMan record. It is uniquely identified by an internal entry number (the .001 field) in a file.

Error Trap   A mechanism to capture system errors and record facts about the computing context such as the local symbol table, last global reference, and routine in use. Errors can be trapped and, when possible, the user is returned to the menu system.

Expert Panel   Representative users from the field and Program Office who make recommendations for software development. The Expert Panels (EPs) report to and are formed by the ARGs.

Extractor   A specialized routine designed to scan data files and copy or summarize data for use by another process.

Field   In a record, a specified area used for the value of a data attribute. The data specifications of each VA FileMan field are documented in the file's Data Dictionary. A field is similar to blanks on forms. It is preceded by words that tell you what information goes in that particular field. The blank, marked by the cursor on your terminal screen, is where you enter the information. VA FileMan files maintain a count of the number of entries or records.

File   A set of related records treated as a unit. VA FileMan files maintain a count of the number of entries or records.

File Access   Formerly known as Part 3 of the Kernel Inits. If the File
Security system   Access Security conversion has been run, file-level security for VA FileMan files is controlled by Kernel's File Access Security system, not by VA FileMan access codes.

File Manager   See VA FileMan.
(VA Fileman)

FOIA
The Freedom Of Information Act. Under the provisions of this public law, software developed within the VA is made available to other institutions, or the general public, at a nominal cost.

Forced Queuing
A device attribute indicating that the device can only accept queued tasks. If a job is sent for foreground processing, the device rejects it and prompts the user to queue the task instead.

FORUM
The central E-mail system within DHCP. It is used by developers to communicate at a national level about programming and other issues. FORUM is located at the Washington, DC IRM Field Office (162-2).

Free Text
A type of data field whose permissible values are any combination of numbers, letters, and symbols.

Global Variable
A variable that is permanently stored on disk (as contrasted with a local variable).

Go-home Jump
A menu jump that returns the user to the Primary menu presented at sign-on. It is specified by entering two up-arrows (^^) at the menu's select prompt. It resembles the rubber band jump but without an option specification after the up-arrows.

Hardware
The physical equipment pieces that make up the computer system (e.g., terminals, disk drives, central processing units). The physical components of a computer system.

Help Frames
Entries in the HELP FRAME file that may be distributed with application packages to provide on-line documentation. Frames may be linked with other related frames to form a nested structure.

Help Prompt
Computer assistance available to you at your terminal screen. The Help function assists you with menus and describes options so you can make the proper choice. To get "help" in DHCP, enter one to four question marks in response to a prompt. The level of help you get increases with the number of question marks you enter.

Hook or Link
Non-specific terms referring to ways in which files may be related (via pointer links) or can be accessed (via hooks).

IDCU   The Integrated Data Communications Utility, a wide area network used by VA to interconnect computers for transmitting data between VA sites.

IFCAP   Integrated Funds Distribution, Control Point Activity, Accounting, and Procurement.

Internal Entry   The number used to identify an entry within a file. Every
Number (IEN)   record has a unique internal entry number.

IRM   Information Resource Management. A service at VA medical centers responsible for computer management and system security.

IRM Field Office   Formerly ISC.

ISC   Information Systems Center, now called IRM Field Office.

ISO   Information Security Officer. Person responsible for information security at each VA Medical Center. Works in conjunction with Regional Security Officers (RISOs).

Jump   In DHCP applications, the Jump command allows you to go from a particular field within an option to another field within that same option. You may also Jump from one menu option to another menu option without having to respond to all the prompts in between. To jump, type an up-arrow (^) -- which is your shift key plus the 6 key -- and then type the name of the field or option you wish to jump to. (See Go-home, Phantom, Rubber Band, or Up-arrow Jump.)

Jump Start   A logon procedure whereby the user enters the "access code;verify code;option" to go immediately to the target option, indicated by its menu text or synonym. The jump syntax can be used to reach an option within the menu trees by entering "access;verify;^option".

Kernel   A set of DHCP software routines that function as an intermediary between the host operating system and the DHCP application packages such as Network Health Exchange, Laboratory, Pharmacy, IFCAP, and others. The Kernel provides a standard and consistent user and programmer interface between application packages and the underlying M implementation. It enables DHCP packages to coexist in a standard operating-system-independent computing environment.

Keyword   A word or phrase used to call up several codes from the
                      reference files in the LOCAL LOOKUP file. One specific code
                      may be called up by several different keywords.

Laygo Access   A DHCP user's authorization to create a new entry when
                      editing a computer file. (Learn As You GO allows you the
                      ability to create new file entries.)

Link or Hook   Non-specific term referring to ways in which files may be
                      related (via pointer links). Files have links into other files.

Login/Logon   The process of gaining access to a computer system.

Logout/Logoff   The process of exiting from a computer system.

M   A programming language recognized by the American National
                      Standards Institute. Alternately know as MUMPS; the
                      acronym MUMPS stands for Massachusetts General Hospital
                      Utility Multiprogramming System.

Mail Message   An entry in the MESSAGE file. The DHCP electronic mail
                      system (MailMan) supports local and remote networking of
                      messages.

MailMan   An electronic mail system that allows you to send and receive
                      messages from other users via the computer. It handles user-
                      oriented mail messages, automatic firing of bulletins, and
                      initiation of server-handled data transmissions.

Manager Account   A UCI that can be referenced by non-manager accounts such as
                      production accounts. Like a library, the MGR UCI holds
                      percent routines and globals (e.g., ^%ZOSF) for shared use by
                      other UCIs.

Mandatory Field   This is a field that requires a value. A null response is not
                      valid.

MAS   Medical Administration Service.

Medical Care Cost   A VA project to collect data from entities which owe payment to
Recovery (MCCR)   VA for care of patients. Also referred to by the acronym MCCR.

Menu   A list of choices for computing activity. A menu is a type of option designed to identify a series of items (other options) for presentation to the user for selection. When displayed, menu-type options are preceded by the word "Select" and followed by the word "option" as in Select Menu Management option: (the menu's select prompt).

Menu   A list of choices for computing activity. A menu is a type of option designed to identify a series of items (other options) for presentation to the user for selection.

Menu Cycle   The process of first visiting a menu option by picking it from a menu's list of choices and then returning to the menu's select prompt. Menu Manager keeps track of information, such as the user's place in the menu trees, according to the completion of a cycle through the menu system.

Menu Manager   The Kernel module that controls the presentation of user activities such as menu choices or options. Information about each user's menu choices is stored in the Compiled Menu System, the ^XUTL global, for easy and efficient access.

Menu Template   An association of options as pathway specifications to reach one or more final destination options. The final options must be executable activities and not merely menus for the template to function. Any user may define user-specific menu templates via the corresponding Common option.

Menu Text   The descriptive words that appear when a list of option choices is displayed. Specifically, the Menu Text field of the OPTION file. For example, User's Toolbox is the menu text of the XUSERTOOLS option. The option's synonym is TBOX.

Menu Trees   The menu system's hierarchical tree-like structures that can be traversed or navigated, like pathways, to give users easy access to various options.

MIRMO   Medical Information Resources Management Office.

MIS   Management Information System.

Modem   A device for connecting a terminal to a telephone line, allowing it to communicate with another modem.

Monitor   The device on which images generated by the computer are
                   displayed. The term usually refers to a video display and its
                   housing. (See CRT, VDT, Terminal.)

Multiple   A multiple-valued field; a subfile. In many respects, a multiple
                   is structured like a file.

MUMPS   See M.

Namespacing   The convention of using a unique 2-4 character prefix for
                   package components like options and routines. The DBA
                   assigns unique character strings for package developers to use
                   in naming routines, options, and other package elements so
                   that packages may coexist. Namespacing includes "number
                   spacing" whereby the files of a package stay within a pre-
                   defined range of numbers.

National   This DHCP package consists of two major components: 1) a
Network Health   local registry for use within a VA health care facility, and 2) a
Exchange (NHE)   National Registry reflecting the events of care for patients at
Registry   all VA facilities.

Node   In a tree structure, a point at which subordinate items of data
                   originate. A MUMPS array element is characterized by a
                   name and a unique subscript. Thus, the terms node, array
                   element, and subscripted variable are synonymous. In a global
                   array, each node might have specific fields or "pieces" reserved
                   for data attributes.

Numeric Field   A data field whose permissible values are limited to numeric
                   characters of a restricted number of digits. It can be dollar
                   valued or a decimal figure of specified precision.

Online   A device is online when it is connected and capable of
                   responding to the computer.

Operating System   A basic program that runs on the computer, controls the
                   peripherals, allocates computing time to each user, and
                   communicates with terminals.

Option   An entry in the OPTION file. As an item on a menu, an option
                   provides an opportunity for users to select it, thereby invoking
                   the associated computing activity. Options may also be
                   scheduled to run in the background, non-interactively, by
                   TaskMan. Options are namespaced according to DHCP
                   conventions monitored by the DBA.

PAC   Programmer Access Code. An optional user attribute that may function as a second level password into programmer mode.

Package   The set of programs, files, documentation, help prompts, and installation procedures required for a given software application, for example, Network Health Exchange, Laboratory, Pharmacy, and MAS.

                         A DHCP software environment composed of elements specified via the Kernel's Package file. Elements include files and associated templates, namespaced routines, and namespaced file entries from the OPTION, KEY, HELP FRAME, BULLETIN, and FUNCTION files. As public domain software, officially released packages may be requested through the Freedom of Information Act (FOIA).

Part 3 of the   See File Access Security system.
Kernel Init

Password   A user's confidential sequence of keyboard characters, which must be entered at the beginning of each computer session to provide the user's identity.

Patch   An update to a package. Patches can include code, documentation, and information updates. Patches are applied to the programs on your DHCP system by IRM Service.

Peripheral Device   Any hardware device other than the computer itself (central processing unit plus internal memory). Typical examples include card readers, printers, CRT units, and disk drives.

Phantom Jump   Menu jumping in the background. Used by the menu system to check menu pathway restrictions.

Pointer   A pointer is a file entry that references another file (forward or backward). It allows entries in one VA FileMan file to be the field values of another file.

Primary Menus   The list of options presented at sign-on. Each user must have a primary menu in order to sign-on and reach Menu Manager. Users are given primary menus by IRM. This menu should include most of the computing activities the user needs.

Printer   A printing or hard copy terminal.

Production Account	The UCI where users log on and carry out their work, as opposed to the manager, or library, account.
Program	A list of instructions written in a programming language and used for computer operations.
Programmer Access	Privilege to become a programmer on the system and work outside many of the security controls of Kernel. Accessing programmer mode from Kernel's menus requires having the programmer's at-sign security code, which sets the variable DUZ(0)=@.
Prompt	The computer interacts with the user by issuing questions or messages called prompts, to which the user issues a response.
Queuing	Requesting that a job be processed in the background rather than in the foreground within the current session. Jobs are processed sequentially (first-in, first-out). The Kernel 's Task Manager handles the queuing of tasks.
Queuing Required	An option attribute that specifies that the option must be processed by TaskMan (the option can only be queued). The option may be invoked and the job prepared for processing, but the output can only be generated during the specified time periods.
Read Access	A user's authorization to read information stored in a computer file.
Record	A set of related data treated as a unit. An entry in a VA FileMan file constitutes a record. A collection of data items that refer to a specific entity (e.g., in a name-address-phone number file, each record would contain a collection of data relating to one person).
Required Field	A mandatory field, one that must not be left blank. The prompt for such a field will be repeated until the user enters a valid response.
Return	On the computer keyboard, the key located where the carriage return is on an electric typewriter. It is used in DHCP to terminate "reads." Symbolized by <RET>. On many keyboards, it is called Enter.
RISO	Regional Information Security Officer. Regional representative of VA Medical Center Information Security Officers (ISOs).

Routine   A program or sequence of computer instructions that may have some general or frequent use. M routines are groups of program lines that are saved, loaded, and called as a single unit via a specific name.

Rubber Band Jump A menu jump used to go out to an option and then return, in a bouncing motion. The syntax of the jump is two up-arrows followed by an option's menu text or synonym (e.g., ^^Print Option File). If the two up-arrows are not followed by an option specification, the user is returned to the primary menu (see Go-home Jump).

SAC   Standards and Conventions (maintained by the SACC, setting guidelines to be followed by DHCP application programmers).

SACC   Standards and Conventions Committee of DHCP. This committee is responsible for maintaining the SAC.

Scheduling Options A way of ordering TaskMan to run an option at a designated time with a specified rescheduling frequency, such as once per week.

Scroll/No Scroll The Scroll/No Scroll button (also called Hold Screen) allows the user to "stop" (No Scroll) the terminal screen when large amounts of data are displayed too fast to read and "restart" (Scroll) when the user wishes to continue.

Secondary Menus Options assigned to individual users to tailor their menu choices. If a user needs a few options in addition to those available on the Primary menu, the options can be assigned as secondary options. To facilitate menu jumping, secondary menus should be specific activities, not elaborate and deep menu trees.

Secure Menu Delegation (SMD) A controlled system whereby menus and keys can be allocated by people other than IRM staff, such as application coordinators, who have been so authorized.

Security Key   Security Keys set a layer of protection on the range of computing capabilities available with a particular software package. The availability of options is based on the level of system access granted to each user.

Server   An entry in the OPTION file. An automated mail protocol that
                      is activated by sending a message to a server at another
                      location with the "S.server" syntax. This activity is specified in
                      the OPTION file.

Set of Codes   Usually a preset code with one or two characters. The
                      computer may require capital letters as a response (e.g., M for
                      male and F for female). If anything other than the acceptable
                      code is entered, the computer rejects the response.

Sign-on/Security   The Kernel module that regulates access to the menu system.
                      It performs a number of checks to determine whether access
                      can be permitted at a particular time. A log of sign-ons is
                      maintained.

Site Manager/IRM   At each site, the individual who is responsible for managing
Chief   computer systems, installing and maintaining new modules,
                      and serving as liaison to the IRM Field Offices.

Software   The set of instructions and data required to operate the
                      computer. One type is called operating system software --
                      fundamental computer software that supports other software.
                      The second type is called applications software -- customized
                      programs that tell the computer how to run applications (e.g.,
                      NHE, Pharmacy, Laboratory).

Spacebar Return   You can answer a VA FileMan prompt by pressing the spacebar
                      and then the Return key. This indicates to VA FileMan that
                      you would like the last response you were working on at that
                      prompt recalled.

Special Queuing   An option attribute indicating that TaskMan should
                      automatically run the option whenever the system reboots.

Spooling   Spooling (under any system) provides an intermediate storage
                      location for files (or program output) for printing at a later
                      time.

                      In the case of DHCP, the Kernel manages spooling so that the
                      underlying OS mechanism is transparent and transfers the
                      text to a global for subsequent despooling (printing).

Subscript   In MUMPS, a numeric or string value that is enclosed in
                      parentheses, appended to the name of a local or global variable,
                      and used to identify a specific node within an array.

Synonym   A field in the OPTION file. Options may be selected by their
                    menu text or synonym (see Menu Text).

TaskMan   The Kernel module that schedules and processes background
                    tasks (also called Task Manager).

Templates   A means of storing report formats, data entry formats, and
                    sorted entry sequences. A template is a permanent place to
                    store selected fields for use at a later time. Edit sequences are
                    stored in the INPUT TEMPLATE file, print specifications are
                    stored in the PRINT TEMPLATE file, and search or sort
                    specifications are stored in the SORT TEMPLATE file.

Terminal   May be either a printer or CRT/monitor/video display terminal.
                    A terminal does little or no computer processing on its own;
                    instead, it is connected to a computer by a communications
                    link. (See Monitor and CRT.)

Timed-read   The amount of time a READ command waits for a user
                    response before it times out.

Tree Structure   A term sometimes used to describe the structure of an M array.
                    This has the same structure as a family tree, with the root at
                    the top and ancestor nodes arranged below according to their
                    depth of subscripting. All nodes with one subscript are at the
                    first level, all nodes with two subscripts at the second level, and
                    so on.

Trigger   A type of VA FileMan cross reference. Often used to update
                    values in the database given certain conditions (as specified in
                    the trigger logic). For example, whenever an entry is made in a
                    file, a trigger could automatically enter the current date into
                    another field holding the creation date.

Type-ahead   A buffer used to store characters that are entered before the
                    corresponding prompt appears. Type-ahead is a shortcut for
                    experienced users who can anticipate an expected sequence of
                    prompts.

UCI   User Class Identification, a computing area. The MGR UCI is
                    typically the manager's account, while VAH or ROU may be
                    production accounts.

Up-arrow Jump   In the menu system, entering an up-arrow (^) followed by an
                    option name accomplishes a jump to the target option without
                    needing to take the usual steps through the menu pathway.

User Access   This term is used to refer to a limited level of access, to a computer system, which is sufficient for using/operating a package, but does not allow programming, modification to data dictionaries, or other operations that require programmer access. Any option, for example, can be locked with the key XUPROGMODE, which means that invoking that option requires programmer access.

                  The user's access level determines the degree of computer use and the types of computer programs available. The Systems Manager assigns the user an access level.

User Interface   The way the package is presented to the user -- issuing of prompts, help messages, menu choices, etc. A standard user interface can be achieved by using VA FileMan for data manipulation, the menu system to provide option choices, and VA FileMan's Reader, the ^DIR utility, to present interactive dialogue.

VA FileMan   A set of programs used to enter, maintain, access, and manipulate a database management system consisting of files. A package of online computer routines written in the M language which can be used as a standalone database system or as a set of application utilities.

                  In either form, such routines can be used to define, enter, edit, and retrieve information from a set of computer stored files. VA FileMan is DHCP's Database Management System (DBMS).

VAX   Virtual Address Extension; a computer series manufactured by Digital Equipment Corporation. One of the types of computers used by DHCP.

VDT   Video Display Terminal. (See CRT, Terminal, Monitor.)

Verify Code   An additional security precaution used in conjunction with the Access Code to provide secure user access. Like the Access Code, it is also 6 to 20 characters in length and, if entered incorrectly, will not allow the user to access the computer. To protect the user, both codes are invisible on the terminal screen. (See Access Code and Password.)

Write Access   A user's authorization to write/update/edit information stored in a computer file.

Z Editor (^%Z)   A Kernel tool used to edit routines or globals. It can be
invoked with an option, or from direct mode after loading a
routine with >X ^%Z.

ZOSF Global   The Operating System File -- a manager account global
(^%ZOSF)   distributed with the Kernel to provide an interface between
DHCP application packages and the underlying operating
system. This global is built during Kernel installation when
running the manager setup routine (ZTMGRSET). The nodes
of the global are filled-in with operating system-specific code to
enable interaction with the operating system. Nodes in the
^%ZOSF global may be referenced by application programmers
so that separate versions of the package need not be written
for each operating system.

Index

T

U

ACROBAT READER TIPS

Viewing PDF Documents in the Reader

When you open a Network Health Exchange PDF document, you will see:
- the first page of a manual
- a narrow bookmark area to the left (Table of Contents)
- a toolbar at the top and a status bar at the bottom

Moving around

Click on the subject you want in the Table of Contents in the narrow left-hand area (bookmarks). You will jump to that section of the document.

Other ways to move around the document:
- Move the **slider bar** on the right side of the screen. You will see the page numbers change so that you know where you are.
- Click the **Next Page (>)** and **Previous Pag**e (<) buttons (the left and right pointing triangles) in the toolbar above the document or the **First Page** (|<) and **Last Page** (>|) buttons or **Forward** (>>) or **Back** (<<).

Finding and Copying

You can **find** text in the document using the FIND feature (in the TOOLS menu). You can **select** text from a PDF document using the SELECT TEXT option (on the TOOLS menu). You can then **copy** the selected text to the clipboard with the COPY command (on the EDIT menu) and paste the text into other applications.

Printing

Choose FILE from the menu bar and click PRINT.
The cover page, table of contents, and other front matter will print at the end of the document.

Adjusting your view

- Click on the zoom setting in the status bar at the bottom of your screen (especially handy for graphics)
- Click on one of the page views in the top toolbar (the picture of a page with the corner turned down)

Network Health Exchange V. 5.1
User Manual

Decentralized Hospital Computer Program
Department of Veterans Affairs

NETWORK HEALTH EXCHANGE

USER MANUAL

Version 5.1

February 1996

Information Resource Management Field Office
San Francisco

Preface

This user manual provides descriptive information about how to use the Network Health Exchange (NHE) software package, a component of the Department of Veterans Affairs Decentralized Hospital Computer Program (DHCP) .

It is intended for use by:

- Health professionals who have direct patient responsibilities and have need for clinical information.

- Individuals responsible for managing the operation of the local Network Health Exchange package.

Table of Contents